



Street/Alley Openings/Sidewalk and Street Closure Application

City of Helena, Public Works Department
316 N. Park Ave. Helena, MT 59623
Phone: (406)447-8431 or Fax: (406)447-8442

Project Address: _____

Is the project part of an active building/infrastructure projects within the City? ☐ Yes –Attached City Approval Letter ☐ No

Reason for Street Opening: ☐ Public Utility ☐ Private Utility ☐ Other _____

Check any items that may be impacted by proposed work:

- | | | |
|--|--|---|
| <input type="checkbox"/> Water | <input type="checkbox"/> Sewer | <input type="checkbox"/> Storm Sewer |
| <input type="checkbox"/> Curb and Gutter | <input type="checkbox"/> Street Surface | <input type="checkbox"/> Sidewalk/Bikepath |
| <input type="checkbox"/> Drainage Structures | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Trees, grass or other vegetation |
| <input type="checkbox"/> Street Lights | <input type="checkbox"/> Signs/Traffic Signals | <input type="checkbox"/> Private Utilities (electric, gas, cable, etc.) |

Are any ADA structures impacted? ☐ Yes ☐ No – Refer to City of Helena ADA policy.

Name of Owner:		Name of Contractor:	
Address of Owner:		Address of Contractor:	
City, State, Zip Code:		City, State, Zip Code:	
Phone & Fax Number:		Phone & Fax Number of Contractor:	
Email of Owner:		Email of Contractor:	
Request closure of (street name)		between (bordering streets)	and
Dates of closure (two (2) days maximum closure unless authorized by City Engineer. Initial _____):			
Hours of closure:		am/pm	to
			am/pm
Description of Work:			
Type of permits required: Water Tap(s): _____ No. of tap(s) _____ Size of tap(s) _____ Sewer Tap(s) _____ No. of tap(s) _____ Size of tap(s) _____ Abandonment of water Service(s) _____ No. of services _____ and/or sewer services _____ No. of services _____ Street/Alley openings: _____ No. of opening(s) _____ Trench Length: _____ ft. Sidewalk replacement _____ liner feet _____ curbside/driveway approach repair/replacement: yes/no			

STREET/ALLEY OPENING FEE CALCULATION

FEE DESCRIPTION	FEE RATE	QUANTITY	FEE
APPLICATION FEE	\$70 PER PERMIT		
STREET/ALLEY OPENING PERMIT (PRIVATE SERVICE LINES)	\$295 PER OPENING		
STREET/ALLEY OPENING PERMIT (PRIVATE UTILITIES)	\$2 PER SQUARE FOOT		
		TOTAL FEE	

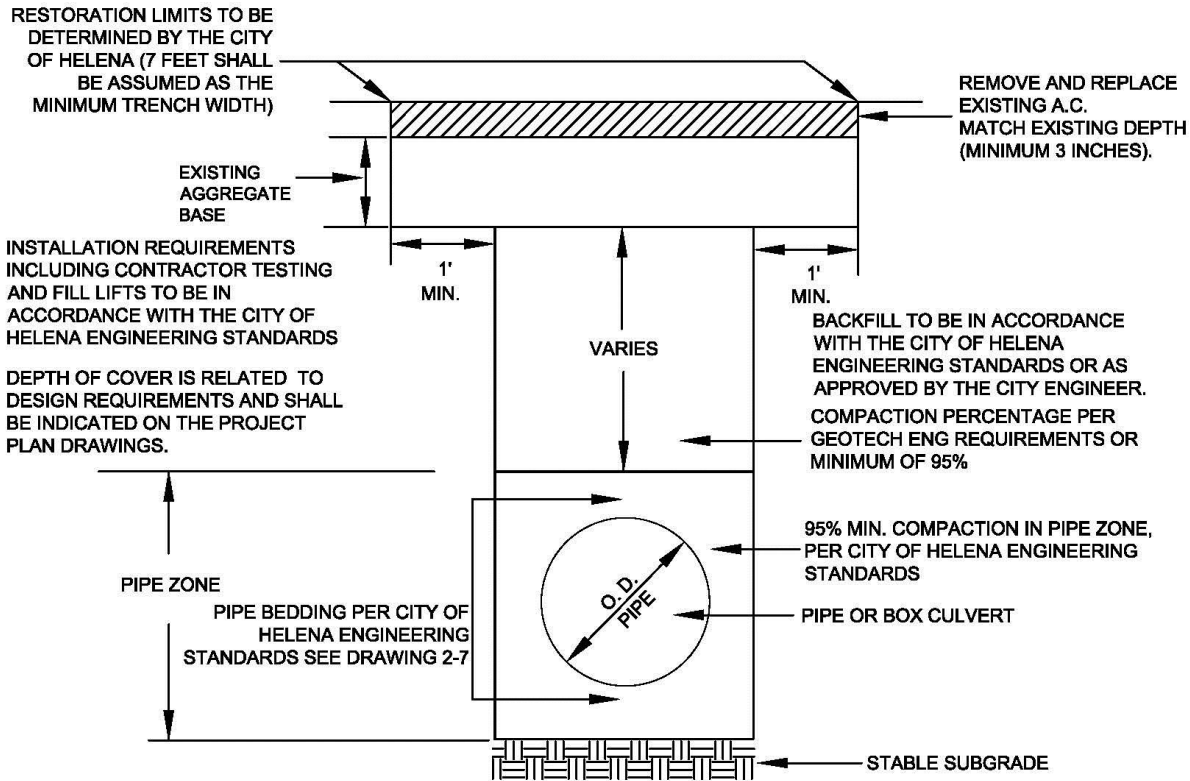
Any increase in the estimated trench area the contractor will be billed accordingly. Initial _____

All street/alley work comes inherently with a one-year warranty. An 11 month walkthrough may be scheduled to look for any warranty items with the project work. Initial _____

All boulevard trees shall be protected during construction and evaluated/monitored by City of Helena's Park and Recreation Department (447-8485). Do not cut, prune, damage or remove ANY PART INCLUDING ROOTS of a public tree without approval of the department. Contractor understands all public trees shall be protected per City Ordinance 7-10. Initial _____

TYPICAL TRENCH DETAIL

PROJECT DRAWINGS SHALL BE SUBMITTED DEPICTING TRENCH WIDTH, LENGTH AND OTHER PERTINENT DETAILS FOR APPROVAL OF PERMIT



REFERENCE SECTION 5.2.10 FOR DETAILED INFORMATION ON UTILITY TRENCH REPAIR

PROVIDE A TRAFFIC CONTROL PLAN IN AN ELECTRONIC FORMAT AND THE 24 HOUR TRAFFIC CONTROL MAINTAINERS CONTACT INFORMATION (Name: _____ Phone Number: _____).

On collector or higher classified streets the street opening will be limited to 8:30 AM to 4:30 PM. If a multiday closure is required the trench shall be backfilled each night, so the street can be open to traffic after 4:30 PM and not closed again until 8:30 AM. Initial _____

Notes:

- All work within City ROW must comply with The City of Helena's City Code.
- All work within City ROW must comply with The City of Helena's Engineering Standards and Specifications and current ADA Standards regardless of any section specifically called out in the application.

Please sign and submit this application seven (7) days before the requested closure.
For further detail information attach additional sheets

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has or will commence prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in the City of Helena

Signature of Applicant/Representative: _____

Date: _____

Conditions:

- ☐ Winter Installs – Temporary patches will be allowed, when hot mix asphalt is not available, shall consist of a minimum 6" of compacted road mix capped with a minimum of 6" of 2 sack concrete slurry. Cold mix asphalt can be used on a case-by-case basis as approved by the City Engineering Department. All temporary patches shall be replaced with hot mix asphalt as soon as hot mix asphalt is available. Additional flowable fill or washed rock maybe required on collector or higher classified streets.
- ☐ Any sidewalk closed for more than seven (7) days shall have an alternate route constructed per City Code and approved by City Engineering.
- ☐ _____

A COPY OF THIS PERMIT AND THE TRAFFIC CONTROL PLAN MUST BE READILY AVAILABLE ON-SITE FOR PUBLIC USE

OFFICE USE ONLY: Date Approved: _____ Approve By: _____

Rev. 10/2017